

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Investment Officer/Senior Administrative Analyst	Job Family: 2
General Classification: Management	Job Grade: 30

Definition: To monitor and manage the City's investments by tracking cash flows, analyzing investment opportunities and making recommendations on investing all surplus funds to maximize earnings while complying with the City's investment policy.

Distinguishing Characteristics: Receives direction from higher-level management staff.

Exercises technical and functional supervision over investment activities and direct supervision over assigned clerical or technical staff.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Make recommendations, manage and invest all excess funds maximizing safety, liquidity and yield while covering cash flows and complying with the City's investment policy.
2. Stay abreast of market conditions through analysis of yield curves and spreads as well as economic conditions.
3. Review and recommend changes to the City Council on the City's investment policy.
4. Provide high-level staff work in policy and programmatic development, analysis and implementation.
5. Conduct financial analysis, prepare reports and make recommendations regarding rate structures, bonding, budgeting and other financial matters.
6. Supervise, train and monitor assigned technical or support staff.
7. Manage special projects assigned by the Assistant Finance and Administrative Services Director and/or the Finance and Administrative Services Director such as refunding possibilities or new bond issuances.

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8. Prepare reports on investment activities and goals for the City Council, City Manager and department management.
9. Interpret Federal and State legislation and City regulations; coordinate their application to City operations.
10. Respond to auditor inquiries.
11. Recommend and oversee the treasury section of the department's budget; prepare a variety of fiscal, administrative and management reports; prepare complex financial forecasting of expenditures and revenues.
12. Work effectively with City Council Investment Review Committee and outside professional groups.
13. Assist in the coordination of interdepartmental and departmental activities with other City departments and divisions and outside agencies.
14. Make presentations on assigned projects and programs to the City Council and others.
15. Perform related duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of cash flow analysis and investment alternatives and their associated intricacies; principles and practices of municipal finance; allowable investments for municipalities per State code; computerized accounting and investment systems; modern office procedures, methods and computer equipment; principles of supervision, training and performance evaluation.

Ability to: Analyze complex cash flows and actively manage the City's investments; comprehend and analyze investment offerings and choose appropriate investments based on City's needs; exercise good judgment and fully comprehend the responsibility and consequences of actions taken by the position; establish and maintain effective working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing; supervise, train and evaluate assigned staff; type at a speed necessary for successful job performance.

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Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Three years administrative and analytical experience related to investments and treasury functions and some experience in managing an investment portfolio. Increasingly responsible administrative and analytical experience. Equivalent to a bachelor's degree from an accredited college or university with major course work in finance or a related field. Master's degree preferred.

Established January 1994

Revised May 8, 1997

CLASS SPECS

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